



915* Process Improvement

* 915 Process allows student data and budget capacity changes for prior years, pursuant to ARS§15-915

School Finance 915 Improved Process



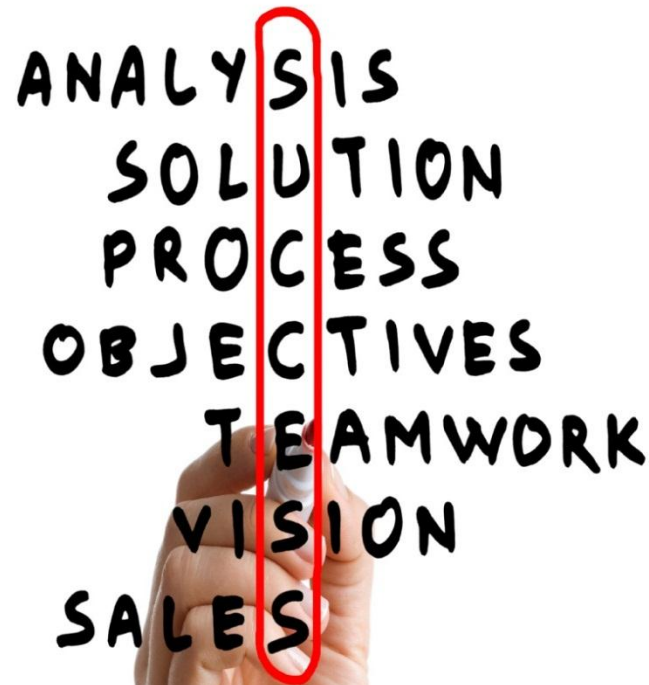
- ☐ Problem & Impact Statement (why was this effort initiated?)
- ☐ "AS-IS" Process Map Development
- ☐ Root Cause Analysis (what we learned)
- ☐ Corrective Actions Implemented to Date
- ☐ Planned Corrective Actions
- ☐ Impact
- ☐ "Next Steps" (how School Finance will continue to build on improvements)
- ☐ What support is needed?
- ☐ Questions?

Problem & Impact Statement

Excessive delays (including several months-long queue backlogs) in processing 915s are creating data accuracy and financial hardship issues for LEAs.



“AS-IS” Process Map Developed



ANALYSIS
SOLUTION
PROCESS
OBJECTIVES
TEAMWORK
VISION
SALES

- Since October 2012, the 915 Process Team has mapped out the current process and timeframes
- Detailed maps were created for the following components of the 915 Process:
 - **Student Data**
 - **Transportation**
 - **Budget**
- The **Student Data** map included “handoffs” between three Units/Phases:
 - Data Management
 - Payments
 - Budget
- In partnership with IT and LEA representatives, root causes and improvements were identified throughout the course of developing the “AS-IS” maps

Root Cause Analysis

ADE Complications

1. Limited server availability for processing
2. Lack of communication between teams re: server availability
3. Dependence on IT to conduct Limiting Module and the SPED/ELL “push” processing
4. Excessive queue time for each team
5. Monthly Processing interference
6. System issues/bugs

LEA Complications

1. Slow/lack of response
2. Incomplete submittal of data
3. Multiple open window extensions
4. Insufficient analysis of data



Corrective Actions Implemented to Date



1. Calendar for server availability
2. Shortened LEA review and response deadlines
3. Revised email communications to simplify instructions
4. Increased frequency for IT to run Limiting Module, SPED & ELL pushes
5. Collaborating with IT to streamline data push process
6. Budget team created formulas to automate budget adjustments, radically reducing process time and the burden to LEAs by eliminating the need for additional budget revisions
7. Met with LEA representatives to identify further improvements

LEA Representative Reactions to 915 Improvements

- **"Gasp!"**
- **"What?"**
- **"OOOOH!"**
- **"You have no idea how huge this change is!"**



Planned Corrective Actions



1. School Finance and LEAs partnering to train on 915 process changes at various conferences (e.g., SchoolMaster, PowerSchool, etc.)
2. LEA representatives will create and distribute “915 Process Cheat Sheet” to increase knowledge of pre-915 requirements
3. School Finance will distribute “Summary of 915 Improvements”
4. Implement system improvements to allow School Finance to run Limiting Module and SPED/ELL “push” without IT intervention
5. Continuously striving to revise process for improved efficiencies

Impact

- PRIOR AVERAGE: **220** days!
(real world...see identified root causes)
- WAS: **134-154** days ideal processing time (ideal time without delays)
- IS: **71** days ideal processing time (for 915s received since improvements initiated; ideal time without delays)
- TO BE: **63** days ideal processing time (with technology improvements; ideal time without delays)
- **All implemented improvements have been made through collaborative efforts by staff members, without additional cost to ADE**



“Next Steps”



1. Continue to work with IT to improve the system functionality
2. Expand outreach to and partnership with LEAs to improve communication and cooperation
3. Continuously striving to revise process for improved efficiencies

What support is needed?

ADE

- System Reliability and Stability
- Respond in Timely Manner
- Adhere to Deadlines

LEA

- Know Data Changes
 - Affected Students
 - How to Correct Data
- Respond in Timely Manner
- Adhere to Deadlines



Questions?



- Questions?
- To submit suggestions for the 915 Process Improvement, please email schoolfinance@azed.gov
- For “soft” copy of process map and 915 guidelines, email your Account Analyst.

Your analyst can be found under “Find your LEA Analyst” list on <http://www.azed.gov/finance/> .